

**OXFORD VILLAGE COUNCIL
REGULAR MEETING MINUTES**

Village Council Members: David Bailey, Sue Bossardet, D. Erik Dolan, Maureen Helmuth, Joe Frost

22 West Burdick Street
Oxford, MI 48371

May 8, 2018

6:30 pm

CALL TO ORDER

President Bossardet called the meeting to order at 6:30 p.m.

ROLL CALL

Members Present: Bossardet, Helmuth, Bailey, Dolan

Members Absent: Frost

Staff Present Village Manager Joseph Madore, Assistant Manager Drew Benson, Village Attorney Robert Davis, Public Works Superintendent Don Brantley, Oxford Police Chief Mike Solwold, Oxford DDA Director Glenn Pape

MOTION

Motion by Helmuth, seconded by Bailey, to excuse Council Member Frost's absence from this meeting.

Voice Vote

In Favor: Bossardet, Helmuth, Bailey.

Opposed: Dolan.

Absent: Frost

Motion Carried.

APPROVAL OF AGENDA

MOTION

Motion by Dolan, seconded by Helmuth, to approve the agenda for the Village Council Regular Meeting for Tuesday, May 8th, 2018 as presented.

Voice Vote.

In Favor: All.

Opposed: None.

Absent: Frost

Motion Carried.

PRESENTATIONS

None.

PUBLIC HEARINGS:

- a. 2018 – 2019 Village Budget

MOTION

Motion by Dolan, seconded by Helmuth, to open the public hearing at 6:34 p.m.

Voice Vote.

In Favor: All.

Opposed: None.

Absent: Frost

Motion Carried.

Village Manager Madore introduced the topic, noting that after the previous budget workshops, he had incorporated a variety of changes as requested. Madore discussed the Village's bond-debt outlays, as well as the expected contributions from the Village's fund-balance included in this budget.

Village Resident Rose Bejma rose to speak, and asked about the millage rate for the upcoming year. Manager Madore noted that it is set to stay at 10.62 mills, the same as for the previous year.

Bejma also asked if there has been any money budgeted for engineering for Park Street. Madore noted that the only funds allocated for road engineering was for the proposed Burdick Street work.

Bejma asked if 2 mils were being dedicated specifically for roads as had been the Village's past practice. Madore noted that he was unaware of any such past practice, and that he did not specifically dedicate 2 mils worth of funds for road construction, although a significant portion of the budget was being dedicated to pay road-related bond payments.

Council and staff discussed recent infrastructure projects and how past and future projects are related to the budget.

Bejma noted that she would like to see more funds dedicated to the funding of road projects.

Council member Dolan noted that he would like to see more funds dedicated to providing services to the Village residents.

Dolan also noted that he has received complaints from residents in terms of the services the Village already provides. Police Chief Solwold rose to address those concerns.

MOTION

Motion by Helmuth, seconded by Dolan, to close the public hearing at 6:53 p.m.

Voice Vote.

In Favor: All.

Opposed: None.

Absent: Frost

Motion Carried.

CALL TO PUBLIC – NON AGENDA ITEMS

None.

CONSENT AGENDA:

A. Receive and File Items

- i. Correspondence
- ii. Letters, Reports, and Minutes
 - 1. Police Report – April 2018
 - 2. Public Works Report – April 2018
 - 3. Ordinance Code Report – April 2018

MOTION

Motion by Helmuth, seconded by Dolan, to receive and file the items under 8.A as presented.

Voice Vote.

In Favor: All.

Opposed: None.

Absent: Frost.

Motion Carried.

B. Approval Items

- a. Approval of Minutes:
 - i. Workshop – April 23rd, 2018
 - ii. Regular Meeting – April 24th, 2018
 - iii. Special Meeting – April 26th, 2018
 - iv. Workshop – May 1st, 2018
- b. Bills – \$62,998.19
- c. Monthly Budget Report and Budget Amendments

MOTION

Motion by Dolan, seconded by Bailey to approve Consent Agenda Items B as presented, including the minutes of April 23rd, 2018, April 24th, 2018, April 26th, 2018, & May 1, 2018 along with the bills in the amount of \$62,998.19.

Roll Call

In Favor: Bossardet, Helmuth, Bailey, Dolan.

Opposed: None.

Absent: Frost.

Motion Carried.

UNFINISHED / OLD BUSINESS

None.

NEW BUSINESS

A. Consideration regarding administration fee for rubbish collection services

Village Manager Madore introduced the topic, and noted that the proposed 10 cent per customer administration fee would be added on top of the monthly rubbish removal fees. Madore outlined the work put in my staff to administer the service, and noted that this small addition would cover those costs. Madore also noted a clerical error in the sheet he had provided to Council, and amended the figures for Council.

Village Resident Rose Bejma rose to speak, and asked for clarification on the proposed administration fee. Manager Madore provided the requested clarification.

MOTION

Motion by Dolan, seconded by Helmuth to adopt the recommendation by the Village administration to increase the rubbish collection fees by 10 cents per home per month, and adopt the Village Council resolution pertaining to the same topic titled "Residential Rubbish Collection Fees" dated May 1st, 2018 to August 31st, 2020 with the modifications to be updated and corrected on the final resolution as specified during the presentation.

Village Attorney Davis asked Assistant Village Manager Benson if this motion would satisfy both items 10 A and 10 B, and Benson noted that it would.

Manager Madore indicated that Council Member Dolan's motion did not include the additional amounts for commercial rubbish collection that was included in Madore's recommendation. Dolan amended his motion to include the additional provision. Helmuth amended her support.

Roll Call

In Favor: Bossardet, Helmuth, Bailey, Dolan.

Opposed: None.

Absent: Frost.

Motion Carried.

B. Consideration of a Resolution Regarding Residential Rubbish Collection Fees

Council Addressed this item during the discussions in item 10 A

C. Consideration of Cable PEG and Franchise Fee Allocations

Council Member Helmuth introduced the topic, noting that if the Village is not willing to give it's entire franchise fee allocation to the cable commission, they should make sure those funds are ear-marked for use in the rights-of-way within the Village.

Council and administration discussed the concept, and how it would be reflected in the budget.

Teri Stiles of Oxford Community Television rose to speak, and requested Council not choose to allocate those funds to the DPW for right-of-way work, and consider giving those funds to OCTV. Stiles outlined the reasons as to why OCTV would should be allocated those funds.

Council Member Bossardet questioned the validity of OCTV's viewership data. Stiles discussed why she believes those funds were reliable.

Council Member Dolan asked how long that OCTV expects to exist in an environment in which cable subscriptions are continually decreasing. Stiles discussed the decreasing number of cable subscribers, as well as the Village's equity in OCTV. Stiles also discussed how the franchise fees and PEG fees are acquired and distributed. Dolan also expressed a lack of confidence in the viewership statistics. Stiles responded to that lack of confidence.

Council Member Helmuth discussed her experience with community members who rely on the services provided by OCTV, and also discussed the growth of OCTV's viewership over the past few years.

MOTION

Motion by Dolan, seconded by Bossardet to keep the cable franchise fees and PEG fees stable through the current fiscal year.

Village Manager Madore noted that the newly established PEG fees have to be dispersed to OCTV, and therefore they will receive an increase, even if the Franchise fees are kept with the same 50/50 split.

C.J. Carnacchio of the Oxford Leader asked how the Village spends \$27,000 per year in the rights-of-way. Manager Madore outlined the various tree-trimming and landscaping maintenances, as well as infrastructure components can easily amount to the noted amount. Council discussed the past practices of disbursing the franchise fees it has kept, as well as its future plans to report those expenditures.

Roll Call

In Favor: Bossardet, Dolan.

Opposed: Helmuth, Bailey.

Absent: Frost.

Motion Failed.

MOTION

Motion by Helmuth, seconded by Bailey to set this topic aside until the next regular Council meeting.

Voice Vote

In Favor: Bossardet, Helmuth, Bailey.

Opposed: Dolan.

Absent: Frost.

Motion Carried.

D. Discussion Regarding Streetscape Project Funding

Village Manager Madore introduced the topic, and noted that Council had had a question into the specifics of how the upcoming streetscaping project was to be funded. Downtown Development Authority Director Glenn Pape rose to discuss the budget for that project, the Village's contributions to that project, and the proposed loan from the motor equipment fund. Pape also discussed the large contingencies built into the budget, and the expected savings that come from the project being planned for 2020 as opposed to 2019.

Council discussed the funds that are being proposed for the loan, and noted that they would want it to come out of the general fund as opposed to the motor equipment fund. Pape noted that either way, there is a good chance that no loan will be needed, but was built in just in case.

MOTION

Motion by Helmuth, seconded by Bailey to fund any future 2020 streetscape project loan from the Village's General fund as opposed to the Motor Equipment fund.

Roll Call

In Favor: Bossardet, Helmuth, Bailey, Dolan.

Opposed: None.

Absent: Frost.

Motion Carried.

E. Discussion Regarding 2018-2019 Budget

Council Member Helmuth noted that she would like to discuss the employee wages portion of the budget. Council discussed the date-of-hire informational sheet that Manager Madore presented. Helmuth noted that she does not believe the Village should give any non-union employees a raise in salary.

Manager Madore noted that there was no requested raise for himself, or any of the hires within this calendar year, but he had requested raised 50 cent raises for the Village's 3 Administrative Assistants and a 1 dollar raise for the Assistant Village Manager.

Council discussed the raises that had been approved by the Village for the Administrative Assistants within the last year. Manager Madore provided the rationale for his request, including the overarching economic conditions and the increased work-load for the staff because of all the turnover in the last year.

Council President Bossardet noted her preference for more capital projects as opposed to paying staff more.

Council Member Dolan asked how the Village's administrative assistant wages compared to other communities. Madore noted that the Village's wages are on the lower end. Dolan noted his preference for merit-based wage

increases.

Manager Madore and Police Chief Solwold discussed the role that their administrative assistants play in the day-to-day functions of the Village.

MOTION

Motion by Helmuth, seconded by Dolan to not give pay increases to the non-union employees with the exception of the part-time police officers for the purpose of discussion.

Dolan expressed his opinion that Assistant Village Manager Benson has been an invaluable resource to the Village, and has performed research and demonstrated skills above and beyond what the Village has had previously, and is deserving of a merit-based raise.

Helmuth noted that the position was never posted, and not approved by Council in the first place, and therefore she would not support a raise for the position.

Council discussed the history of the position, the title and responsibilities included within that role. Council also discussed the impact of such a raise, and how it would compare to the raises given to the other unionized employees, as well as the part-time police officers.

Council President Bossardet expressed her agreement with Council Member Dolan, and discussed the value of such a position for maintaining the workload that the Village administration has.

Roll Call

In Favor: Helmuth, Bailey.

Opposed: Bossardet, Dolan.

Absent: Frost.

Motion Failed.

MOTION

Motion by Dolan, seconded by Bailey to include the raise as proposed for the part-time police officers, and include the raise as proposed for the Assistant Village Manager Drew Benson.

Roll Call

In Favor: Bossardet, Bailey, Dolan.

Opposed: Helmuth

Absent: Frost.

Motion Carried.

ITEMS REMOVED FROM CONSENT AGENDA (FROM ITEM 7)

None.

PUBLIC COMMENT

None.

MANAGER, STAFF, & ATTORNEY REPORTS

Assistant Village Manager Benson discussed the recent Zoning Board of Appeals Meeting, and discussed the progress of the Backflow Prevention Device inspections.

Village Manager Madore discussed the treatment of weeds in Round Lake, and discussed a previously adopted capital improvements plan that the Village has, and how it pertains to the Village's current discussions.

Village Attorney Davis noted that the briefs for the Mounted Police lawsuit have been filed, and the issue is progressing. Davis also noted that the clean-up of 76 North Washington is progressing as well.

Assistant Village Manager Benson noted that the Clerk/Treasurer position has been posted on various municipal job forums, and the Village has been receiving applications. Benson noted that the posting will remain open for another week or two as well.

COUNCIL COMMENTS

Council Member Helmuth noted that she would like to continue the budget discussions. Council discussed the remaining topics that they would like to discuss.

MOTION

Motion by Helmuth, seconded by Dolan to set a workshop meeting to discuss the budget on Tuesday, May 15th at 6:30 p.m. in the Community Room at Oxford Village Hall.

Police Chief Solwold noted that he would not be able to attend this meeting.

Roll Call

In Favor: Bossardet, Helmuth, Bailey, Dolan.

Opposed: None.

Absent: Frost.

Motion Carried.

Council Member Bailey noted that he believed the Zoning Board of Appeals meeting earlier this week had been well-done.

Council Member Dolan noted that he no longer wants to see any talk of employee raises, and other discretionary spending not related to the direct provision of services to the residents.

Council President Bossardet asked Village Attorney Davis for an explanation between the difference between tabling and setting aside of an agenda topic, and Davis discussed the differences in the concepts.

Council President Bossardet noted that a butterfly garden had been planted alongside the Polly Ann Trail by a group of local students.

CLOSED SESSION

None.

ADJOURNMENT

MOTION

Motion by Helmuth, seconded by Dolan, to adjourn the meeting at 8:07 p.m.

Voice Vote

In Favor: All.

Opposed: None.

Absent: Frost

Motion Carried.

Respectfully submitted,

Drew Benson
Recording Secretary

Recording Secretary

Village President